

CoVid-19 vaccines ordered in ImmuNet will be added to your ImmuNet inventory module.

To manage your inventory in ImmuNet, please follow the steps below:

1. Click on **Inventory and Ordering** and then **Manage Inventory**;

Patients
 Organization Reports
Inventory and Ordering
 > Create and View Orders
 > **Manage Inventory**
 > Manage Transfers
 > Transfer Shipping Documents

2. Click on **View Inventory**;

Manage Inventory	
Show Inventory for Sites....	View Inventory
Show Transactions for Sites....	Show Transactions
Update inventory Alerts....	Update Alert Prefs
Return to the Previous Screen....	Cancel

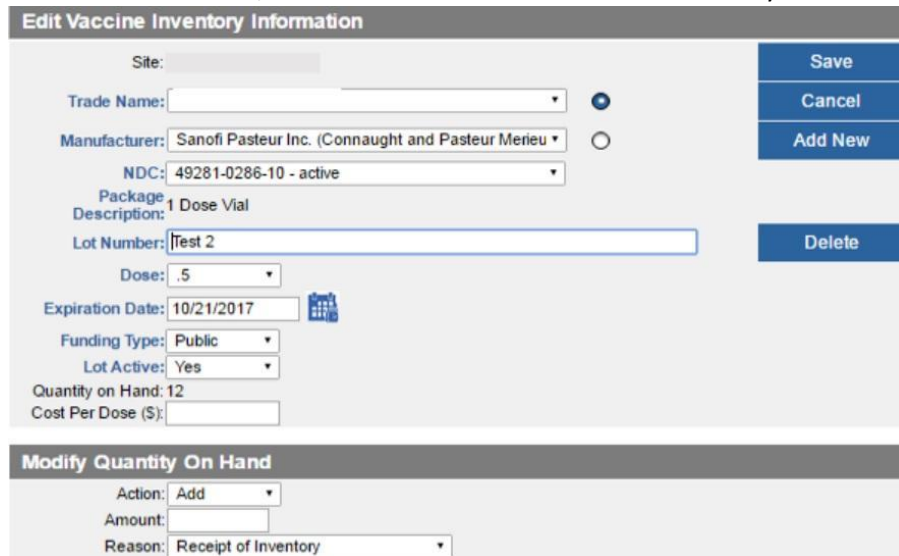
3. If the lot number is not on the list of vaccines you received, you can **Add Inventory**.

View Inventory	
Add Inventory for Site	Add Inventory
Modify Quantity On Hand for Selected Sites....	Modify Quantity
Show Transactions for Sites....	Show Transactions
Return to the Previous Screen....	Cancel

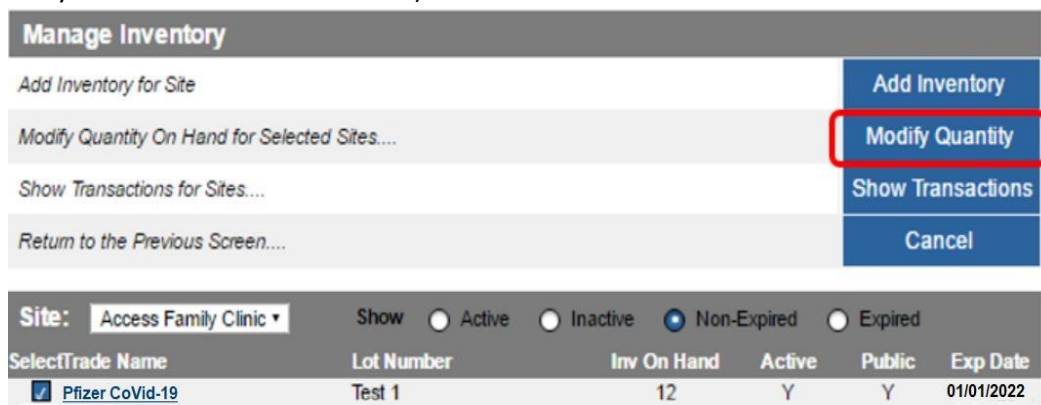
4. Add the **Trade Name**, **Manufacturer**, **NDC**, **Lot Number**, **Expiration Date**, and **Quantity on Hand**. The **Lot Active** field should be set to 'Yes' and the **Funding Type** should be set to 'Public' then click **Save**.

Add Vaccine Inventory Information	
Site:	Save
Display Trade Names With Active NDC <input checked="" type="radio"/> Display All <input type="radio"/>	Cancel
Trade Name:	
Manufacturer: Sanofi Pasteur Inc. (Connaught and Pasteur Merieux)	
NDC:	
*Note: Manufacturer name may not display accurately based upon the NDC selected.	
Package Description:	
Lot Number:	
Dose:	
Expiration Date:	
Funding Type: Public	
Lot Active: Yes	
Quantity on Hand:	
Cost Per Dose (\$):	

5. To add any additional lot numbers, click **Add New**. Click **'Cancel'** to return to your inventory.



6. Your active inventory may show vaccine lots that you've already used. To deduct COVID-19 vaccines from your inventory, go to **'Inventory and Ordering'**, then **'Manage Inventory'**, click **'View Inventory'** then click the **Select** checkbox to the left of the Trade Name for each lot number you want to remove. Click **'Modify Quantity'** (or click directly on the blue Trade Name link).



7. For each line, select **'Subtract'** under **Action**, in **Amount** enter the number to be subtracted, select **'Error Correction'** under Reason, and finally, click **Save**.



Manage Inventory

Save Changes to Quantity On Hand for Selected Sites.... **Save**

Return to the Previous Screen.... **Cancel**

Modify Quantity On Hand for Selected Site(s)

Trade Name	Lot Number	Inv On Hand	Action	Amount	Reason
Pfizer CoVid-19	Test 1	12	Add ▾		Receipt of Inventory ▾ Receipt of Inventory Error Correction Doses Returned Doses Transferred Doses Wasted

***To zero out inventory** - select **'Subtract'** under **Action**, in **Amount** enter the same number that is displayed under **Inv on Hand**, select **'Error Correction'** under **Reason**, and click **Save**.